

Outline of Proposed Revision of CIA RegulationsSeries 80, Budget

<u>Proposed Section</u>	<u>Present Reference</u>	<u>Estimated Completion Date</u>
1. The Budget Function		May 4, 1953
a. The budget is a management tool		
b. Essentials of successful budgeting		
(1) Policy decisions		
(2) Program budgeting		
(3) Prompt compliance with requests		
(4) Adequate cost accounting		
(5) Reporting system to explain variances		
(6) Support of all operating officials		
2. Budget Formulation		
a. Annual office estimates		Feb. 2, 1953
(1) Purpose		
(2) Timing of submission		
(3) Assistance in preparation		
(4) Procedure for preparing office estimates		
(a) Items included	(CFA 1.6)	
(b) Basis of submission		
(c) Form and content		
(5) Review process	(CFA 1.6)	
(a) Review committee		
(b) Committee membership		
(c) Schedule of hearings		
b. Annual agency estimates		Feb. 16, 1953
(1) Purpose		
(2) Procedure for preparing agency estimates		

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Proposed Section

SECURITY INFORMATION

Present
ReferenceEstimated
Completion
Date

(a) Material required

3. Budget Execution

March 16, 1953

a. The adopted budget working

b. Operating budgets

(80-3)

(CFR 1.1)

(CFR 1.3)

(CFR 9.1)

(1) Purpose

(2) Procedure for submission of operating budgets

(3) Issuance of allotments

(4) Revisions of operating budgets and allotments

c. Approval of overtime

(80-6)

d. Violations and penalties

(80-4)

(1) What constitutes a violation

(2) Reporting violations

(3) Penalties

4. Budget Reporting

April 16, 1953

a. Reporting aids management

b. Financial reporting

(1) Time of report

(2) Copies

(3) Review of report

(4) Operating office explanations

c. Penalty mail reporting

(80-7)

5. Terminology

(80-2)

May 4, 1953

6. Exhibits

a. Detailed explanation for preparing office estimates forms

Feb. 2, 1953

RESTRICTED

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SECURITY INFORMATION

Present
Reference

Estimated
Completion
Date

Proposed Section

- | | |
|---|----------------|
| (1) Project statement | |
| (2) Explanatory program statement | |
| b. Detailed explanations for preparing Agency estimates | Feb. 16, 1953 |
| (1) Introductory statement | |
| (2) Project tabular statement | |
| (3) Justification of estimates | |
| (4) Objective class breakdown (description of each object) | |
| c. Detailed explanations for preparing operating budget forms | March 16, 1953 |
| d. Detailed explanation for preparing budgetary reporting forms | April 16, 1953 |
| (1) Financial report | |
| (2) Explanation of variances | |

Delete the following current regulations:

- | | |
|--------------------------------|--------|
| 1. Budget preparation | (80-1) |
| 5. Chart of allotment accounts | (80-5) |

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

25X1A

TO		INITIALS	DATE
1			
2			
3			
4			
5			
FROM		INITIALS	DATE
1	Chief, Budget Division	M	2/4/53
2			
3			

- | | | |
|--------------------------------------|---|------------------------------------|
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> RETURN |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> FILE |

REMARKS: Attached is a copy of the Table of Contents of the proposed revised section of the CIA regulations on Budget. Please review this and give any of your comments or suggestions to [redacted] in writing at your earliest convenience.

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FORM 30-4
SEP. 1947

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